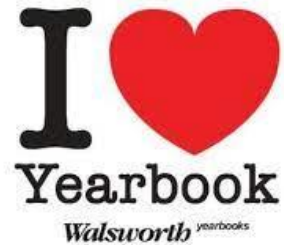




Mesa Verde Yearbook Style Guide



Dates:

- 1) Never start a paragraph with a numerical date.
- 2) Never use “on” in front of dates. (*The challenges began ~~on~~ December 1st.*)
- 3) When appropriate use a specific date, avoid generalizations like “last week”, “this month”, etc.
- 4) Do not use the current school year. (*The Science Olympiad Team won their first competition January 15. After three months of practice, the Science Olympiad Team won their first competition.*)

People:

- 1) Use students’ full names, no nicknames. This helps the index! No “Jimmy”, use “James”.
- 2) On first reference, italicize full name. All future references should be just FIRST names and not italics.
- 3) Any student name used should also reference their grade level in digits, unless it begins a sentence. (*Suzie Zoo, an 8th grader, keeps busy with community service. Eighth grader Suzie, keeps busy outside of school.*)
- 4) Never use courtesy titles. (~~Mrs.~~ Kelly Kangas)
- 5) Use teachers’ full name on first reference and just LAST names on further teacher references. No italics! (*Language Arts teacher Elise Milling also worked as a singer, so Milling volunteered to coach the performers for the promotion ceremony.*)
- 6) Clubs, Teams, Organizations are considered proper nouns and should be capitalized. (*The Robotics Club meets every Monday.*)
- 7) Specific titles should be capitalized. (*Principal Cliff Mitchell*)
- 8) Our school mascot should always be capitalized. (*The Eagles will be represented by Suzie Zoo at the National Spelling Bee.*)
- 9) Use the full name of our school on first reference. On second reference, MVMS is fine.
- 10) Names of general subjects are *not* capitalized (*math, science*), but language classes are capitalized (*English, Language Arts, Spanish*).

Quotes:

- 1) Quotes should be opinions, reactions, and interesting connections. Do not quote straight facts. (~~“We all went to Disneyland. I loved the Teacups ride because I got my friend to throw up!”~~)
- 2) “Said” is acceptable for every quote. Just be careful!

- 3) Commas and periods go inside quotation marks. (*“Reading aloud is difficult if friends are trying to make you laugh the whole time,” Suzie Zoo said. Suzie Zoo said, “I can never remember how to spell bureaucracy.”*)
- 4) Anything inside quotation marks must be a direct, word-for-word quote.

Rules to follow:

- 1) Write body copy in past tense! May be present now, but will not be when the book is published!
- 2) Write in third person -- Never use first (“I” or “we”) or second (“you”) person.
- 3) Never let your opinion in! The only opinions that may be expressed are in direct quotes.
- 4) No question leads!
- 5) Do your research, background, interviewing... every body copy should contain at least three quotes, from at least two different sources.

Misc. Language

- 1) Avoid prepositions and “to be” verbs.
- 2) Avoid vague modifiers like “many”, “some”, “several”, “a lot”. How many is that exactly?
- 3) Avoid generic adjectives and adverbs like “really” and “very”.
- 4) Don’t go crazy with a thesaurus. Avoid inane, plethora, other newly discovered vocab.
- 5) Just say it – Avoid “when asked...”, “not only...but also”, “in order to...”
- 6) Do not depend on “that” to get you there! (*Surveys indicated ~~that~~ students preferred ice cream over cookies.*)
- 7) Numbers 1-9 are written in words, EXCEPT class period references. Numbers 10 and larger use numerals, unless the number begins a sentence or follows a date. (*Kangas randomly selected three students from her 1st period class... This year 33 students won...On March 3, Fifty-four students...*)

prepositions:

aboard	but	onto
about	by	out
above	concerning	over
absent	despite	regarding
across	down	round
after	during	since
against	except	than
along	excluding	through
among	following	to
around	for	toward
as	from	under
at	in	underneath
atop	inside	unlike
before	instead	until
behind	into	up
below	near	upon
beneath	next	with
beside	of	within
between	off	without
beyond	on	

“to be” verbs:

be	has	shall
being	have	should
am	had	will
is	do	would
are	does	maybe
was	did	might
were	can	must
been	could	

To edit your document for passive voice in Google doc, choose EDIT, and FIND & REPLACE. Type the word you want to search for and then revise to remove!